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House of Representatives, U.S.

SUBCOMMITTEE ON POSITION CLASSIFICATION
OF THE
COMMITTEE ON POST OFFICE AND CIVIL SERVICE
Washington, D.C. 20515



Honorable Richard Helms
Director
Central Intelligence Agency
Washington, D. C. 20505

MAR 7 1968

Dear Mr. Helms:

Pursuant to section 8 of H. Res. 209, the House Post Office and Civil Service Committee voted to conduct a study of civilian position classification systems in the Executive Branch of the Federal Government. The study is to be undertaken during the second session of the 90th Congress.

Certain responsibilities for the conduct of the study have been assigned to the Position Classification Subcommittee, of which I am Chairman. The Subcommittee plans to conduct its assigned parts of the study in cooperation with the departments and agencies responsible for the administration of the various classification plans and employee organizations having members subject to the plans.

The objective of the study is to determine whether the Federal position classification systems are meeting the needs of the Federal Government, as intended by the legislation establishing them; are well administered; are equitable to the employees affected, to the Government as an employer, and to the taxpayers.

The study will require the Committee staff to inquire into the history and background leading to the establishment of each position classification system; the procedures and operations involved in the application of each system; the maintenance of each system; the views of administrators and employees concerning the usefulness and the adequacy and fairness of each system.

It is obvious that to meet the responsibilities involved in a study of this scope, the cooperation and assistance of the departments and agencies and employee organizations will be needed. Therefore, I am requesting that you designate a person responsible to you to act as liaison with the Committee staff, in providing information and assistance on matters affecting your department, during the conduct of the study. Please notify the Committee as soon as possible who your liaison will be.

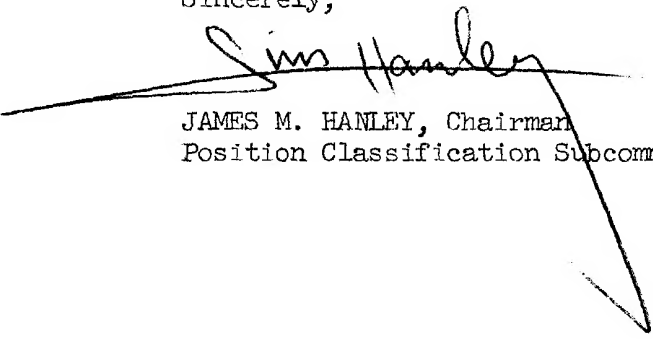
Honorable Richard Helms - 2

Notification should be directed to Mr. Joseph E. Winslow, Staff Consultant, Committee on Post Office and Civil Service, Room 207 Cannon House Office Building, Washington, D. C. 20515.

The Post Office and Civil Service Committee desires to conduct the study in such a manner that the resulting findings and recommendations will form a sound basis for updating and improving Federal position classification systems to meet present and foreseeable needs of the Government.

The cooperation and assistance of you and your agency as needed in the conduct of the study will be deeply appreciated.

Sincerely,



JAMES M. HANLEY, Chairman
Position Classification Subcommittee

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**United States
House of Representatives**

**COMMITTEE ON
POST OFFICE AND CIVIL SERVICE**

**THADDEUS J. DULSKI
CHAIRMAN**

**NINETIETH CONGRESS
FEBRUARY 21, 1967**

STUDY OF SYSTEMS FOR THE CLASSIFICATION OF FEDERAL POSITIONS

I. AREAS OF STUDY

PURPOSE OF STUDY: ARE THE EXISTING SYSTEMS SUITABLE FOR MODERN
GOVERNMENT PROGRAMS?

*A. Description of existing systems, including a brief history, discussion
of principal current problems, etc.;*

- General schedule
- Postal field service
- Foreign Service
- VA Department of Medicine and Surgery
- Civilian commissioned services
- Wage board system
- Other (public law jobs, AEC, TVA, etc.)

B. Thorough examination of the GS system:

- The role of Congress
- The role of the Commission
 - Policy development
 - Standards
 - Inspections and corrective actions
 - Appeals
- Centralized approval of key positions
- The role of the agencies:
 - Establishing new positions
 - Maintaining classification on a current basis
 - Appeals
- Recent developments:
 - Better meshing of placement and classification aspects
 - "Impact of man"
 - "Job engineering" for maximum utilization
 - Correcting job fragmentation
 - Pay flexibilities
 - Enlisting participation of line managers
- Use of position classification in other phases of management;
- Effect of position classification on career development: Are
additional flexibilities needed?
- Grade structure
- Exclusions and inclusions
 - Jurisdictional coverage, i.e., wage board supervisors and posi-
tions common to many agencies

C. Thorough examination of the PFS system:

- The role of Congress
- The role of the Commission
- Appeals
- The role of the Post Office Department
- Grade structure
- Basis for classifying positions
- Lack of career opportunities
- Effect of unique nature of postal work

C. Through examination of the PFS system—Continued

- Examine need for excluding jobs common to all agencies from general schedule
- Examine need for excluding the pay for blue collar jobs in PFS from Federal wage system

D. Other systems:

Thorough examination of systems in—

- Foreign Service
- VA Medicine
- Civilian commissioned services; i.e., Public Health Service and any others
- Wage board systems
- Other systems established by public laws:
 - TVA
 - AEC
 - Selective Service
 - Other

E. The issue of uniformity versus diversity:

- Should the general schedule (or some modification) be extended to one or more of the other systems or parts of systems, or, conversely, should parts of the present general schedule be broken out?

Advantages and disadvantages of these alternatives

F. "Rank in the man" versus "Rank in the job":

- An up-to-date discussion of these apparently conflicting methods, showing advantages and disadvantages of each
- Which is more effective for mission accomplishment?
- Which provides management a better control over grade distribution, work assignments, etc.?

G. Relationship of classification plans to—

- Promotion plans
- Career opportunities
- Executive assignment system
- Whitten amendment and other legal restrictions

H. Possible solution:

- Can the best features of the present diverse systems be merged into an overall plan, responsive to agency needs but under appropriate central guidance?

I. Findings

J. Recommendations:

- Role of the Congress
- Role of the Civil Service Commission
- Role of the departments and agencies

II. CONDUCT OF STUDY

A. Leadership, organization, and personnel resources:

Under direction of the Subcommittee on Position Classification
Working committee

Full-time executive director (if possible someone not now
working for department or agency)

Staff detailed from departments and agencies

Steering and review committee—Representatives of—

Legislative branch

Executive branch

Employee organizations

Private sector

Consultants

Industry

Other governmental jurisdictions

Advisory and liaison

Bureau of Budget executive officers

Civil Service Commission Inter-Agency Advisory Group

Government employee organizations

Other

B. Time schedule:

Final report ready 1 to 2 years from beginning of study

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